

Brimfield Township Parks

Standard Operating Policy

January 2, 2014

Park Rental Policy and Fee Schedule

Brimfield Parks are public spaces available for the enjoyment of all community residents. Park areas are open for use from dawn to dusk every day of the year including holidays.

Park areas in the Township offer a variety of picnic areas, playgrounds, sports fields, hiking trails and sled riding hills. In most cases picnic shelters and sports fields are available on a first-come basis unless the specific facility has been rented under the terms of this policy.

When a person, group or organization wants to ensure the use of a specific Township facility a rental reservation must be made at the Brimfield Town Hall. All reservations will be documented in writing and signed by the appropriate Township Official. A verbal reservation is not valid.

To ensure fairness no rental reservations will be taken prior to January 1st of a given year. Once the annual calendar is posted in the Town Hall office reservations can be made during regular business hours which are Monday through Friday between the hours of 8:00am and 4:00pm. All fees must be paid-in-full before the reservation is finalized and posted on the calendar.

Below are the facilities and sports fields available for rent.

- 1) **The community room at the Brimfield Town Hall.** Capacity is 49 persons. Restrooms are available as well as a microwave oven and coffee pot. The room has both heat and air conditioning. Available tables and chairs are stored in the community room. Any additional tables and chairs needed must be provided by the person renting the room. The community room is available to be rented hourly from 4:00pm until 9:00pm Monday through Friday, or on weekends between the hours of 8:00am and 9:00pm. Closed holidays.
- 2) **The gazebo in Town Square Park and surrounding park area.** There is no listed capacity for the area. Electricity and lights are available inside the gazebo. There are no restrooms available at this location. Any tables or chairs needed must be provided by the person renting the gazebo. The gazebo is available to be rented hourly from sunrise to sunset seven days a week, year round. With the permission of the Township Executive the rental period can be extended beyond sunset.
- 3) **The shelter house at Lions Community Park.** Capacity is 49 persons. No indoor restrooms are available however port-a-potties are on-site at the park. Electricity and lights are available as well as picnic tables. There is no heat or air conditioning

available. Running water is available in the park. Picnic tables are not to be removed from the shelter house. Any additional tables or chairs needed must be provided by the person renting the shelter house. The shelter house is available to be rented hourly any day of the year from sunrise to sunset seven days a week, year round. With the permission of the Township Executive the rental period can be extended beyond sunset.

- 4) **Open-air picnic pavilions at Lions Community Park.** There is no listed capacity for the pavilions. Port-a-potties are on site at the park. Running water is available in the park. Picnic tables are not to be removed from the picnic pavilions. Any additional tables or chairs needed must be provided by the person renting the pavilion. Picnic pavilions are available to be rented any day of the year from sunrise to 2:00p.m., 3:00p.m. to sunset, or for a full day.
- 5) **Sports fields at Lions Community Park.** Sports fields are available to be rented for practice, games or tournaments any day of the year. Inclement weather is not a valid reason to request the refund of a rental fee. Sports fields can be rented for baseball, softball, soccer and sand volleyball. Rental periods are from 9:00a.m. to 12:00noon, 1:00p.m. to 4:00p.m., 5:00p.m. to sunset, or for a full day. With the permission of the Township Executive the rental period can be extended beyond sunset. Tournament rentals include both ball fields or volleyball courts for a full day.
- 6) **Camping at Lions Community Park.** Overnight camping is available but restricted to Boy Scout, Cub Scout, Girl Scout, and Brownie organizations as well as church and 4-H organizations. With the permission of the Township Executive overnight camping is permitted for other organizations. A special use permit is required and can be obtained at the Town Hall office. The Park can also be reserved for evening use for groups wishing to have a campfire.

Fees are based on the residency of the person making the reservation. So, for example, if a resident of Brimfield is making a reservation for a picnic pavilion, they will be charged the resident rate for the rental fee. Non-residents will be charged the non-resident rate. The rental of sports fields for full day use will be at the tournament rate regardless of residency. Proof of residency is required.

For rentals that require a deposit the person or organization making the reservation shall be charged the full deposit amount. Once the rented facility has been cleaned and all keys returned the facility will be inspected for damage and cleanliness before a determination is made to return the deposit. Any damage, cleaning fees or lost keys will be charged against the security deposit. Keys not returned within 48 hours of the rental period will be considered lost. If the cost to clean, repair or rekey a facility exceeds the security deposit the responsible party shall be charged for the difference in cost.

All rentals are on a first-come basis. Renters must be at least 21 years of age and have a valid vehicle operator's license to make a reservation. A completed *Rental Application and Liability Agreement* along with the required deposit and rental fee must be returned to the Town Hall and paid in full before a reservation is complete. The renter must be in attendance during the rental period.

Please note that firearms, alcoholic beverages and all tobacco products are prohibited in Township Parks, Township facilities and on Township property.

Rental Rates: A refundable \$50.00 deposit is required for all rentals in this section.

<u>Facility</u>	<u>Brimfield Resident Rate</u>	<u>Non-Resident Rate</u>
Community Room at Brimfield Town Hall	\$25.00/hour	\$45.00/hour
Gazebo in Town Square Park	\$20.00/hour	\$40.00/hour
Shelter House at Lions Community Park	\$20.00/hour	\$40.00/hour

Rental Rates: No deposit required in this section.

Open-air Pavilions at Lions Community Park	\$25.00 (Sunrise – 2:00pm)	\$55.00 (Sunrise – 2:00pm)
	\$25.00 (3:00pm – Sunset)	\$55.00 (3:00pm – Sunset)
	\$45.00 (Full day)	\$110.00 (Full day)
Baseball, Softball or Soccer Fields	\$25.00 (9:00am – 12:00noon)	\$55.00 (9:00am – 12:00noon)
	\$25.00 (1:00pm – 4:00pm)	\$55.00 (1:00pm – 4:00pm)
	\$25.00 (5:00pm – Sunset)	\$55.00 (5:00pm – Sunset)
	For Full-day rental see Tournament rates below	
Sand Volleyball Court	\$25.00 (9:00am – 12:00noon)	\$55.00 (9:00am – 12:00noon)
	\$25.00 (1:00pm – 4:00pm)	\$55.00 (1:00pm – 4:00pm)
	\$25.00 (5:00pm – Sunset)	\$55.00 (5:00pm – Sunset)
	For Full-day rental see Tournament rates below	

Tournament Rental Rates: A refundable \$50.00 deposit is required for all rentals in this section.

	<u>Tournament Rental Rate</u>
Baseball, Softball, Soccer Fields or Sand Volleyball Courts (Includes both ball fields or volleyball courts)	\$450.00/day

All reservations must be documented on the ***Rental and Reservation and Liability Agreement for Use of Brimfield Township Property*** and signed by the appropriate Township Official before the reservation is final. A verbal reservation is not valid.